

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

As Auditor General, I affirm my personal commitment to fairness and equal opportunity for all people working for or doing business with the Department of the Auditor General. I value diversity and seek the most qualified and talented employees and staff from diverse backgrounds for the Department. No Department employee shall discriminate against any other employee or applicant for employment because of race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability or because the other employee is a victim of a violent crime (including crimes involving domestic violence). Employees found to have violated this policy will be subject to discipline, up to and including termination.

Our success depends heavily on the full and effective utilization of qualified persons and our making employment decisions that ensure equal opportunity for all. All matters related to recruiting, hiring, compensation, benefits, promotions, transfers, wellness programs, terminations, layoffs, returns from layoff, Department-sponsored training, education, and tuition reimbursement will be administered without regard to race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability, and without regard to whether the person is a victim of a violent crime (including crimes involving domestic violence). All treatment on the job must be free from discriminatory practices.

The Department will not engage in any unlawful discriminatory practices against any department, board, commission, institution, agency, state or local government, school district, or any entity or individual audited or investigated by the Department.

In addition to the above and consistent with applicable law, it is the policy of the Department not to discriminate against qualified individuals with disabilities. Reasonable accommodations will be provided in accordance with the law.

The Department is committed to creating and maintaining a work environment free of any form of harassment, including sexual harassment. My commitment to preventing sexual harassment is embodied in the Department's comprehensive Sexual Harassment Prevention Policy.

We have developed and implemented equal employment opportunity and affirmative action programs and exercise good faith efforts to ensure equality of opportunity for all employees in the Department. This includes increasing the pool of qualified minority and female candidates for employment. The Department has established reporting and monitoring procedures to assess our progress in these areas.

As Auditor General, I retain overall responsibility for the Department's equal employment opportunity and affirmative action programs. The administration and implementation of these programs is primarily the responsibility of the Office of Equal

Opportunity. **I strongly encourage anyone who believes he or she has been discriminated against in violation of this policy to contact the Office of Equal Opportunity, 316-E Finance Building, Harrisburg, PA 17120-0018, telephone (717) 705-3691.** The Department's Discrimination Complaint Procedure describes in more detail the process for investigating and resolving formal complaints filed with the Office of Equal Opportunity.

All managers and supervisors shall provide full support to the Department's equal employment opportunity and affirmative action programs and shall ensure that all employment decisions and recommendations are based on the principles of equal opportunity as set forth in this statement. Managers and supervisors will be evaluated on their participation in and adherence to such equal employment opportunity policies and programs. Managers, supervisors, and all Department employees will be expected to participate in Department-provided diversity training.

It is the responsibility of all employees to support the implementation of the equal employment opportunity and affirmative action programs and to promote a work environment which is free from discriminatory practices. A collective effort and commitment at all levels is essential to the success of these programs.

Thank you for your cooperation with and support of this policy.

JACK WAGNER
Auditor General

Date: 6/12/06